



## Microsoft Windows SharePoint Services 3.0: Level 2

### Two days

**Description:** Learn to perform more advanced administration of the sites you own, or even administer multiple sites and the SharePoint Services environment as a whole. In the Microsoft Windows SharePoint Services 3.0: Level 2 (Second Edition) course, you will manage team sites as a site owner and as a SharePoint Services administrator.

**Audience:** This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, or functional or operations managers, who have with basic SharePoint site owner skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals.

**Prerequisites:** Microsoft Windows SharePoint Services 3.0: Level 1 or equivalent experience is required. Some familiarity with basic Windows server concepts and Internet Information Server (IIS) is recommended but not required.

### Outline:

#### LESSON 1: CREATING SITE COLLECTIONS

- Topic 1A: Identify the Planning Process of a Site Collection
- Topic 1B: Create a Site Collection

#### LESSON 2: MANAGING BASIC SITE COLLECTION COMPONENTS

- Topic 2A: Brand a Site Collection
- Topic 2B: Manage a Web Part Gallery

#### LESSON 3: MANAGING LISTS

- Topic 3A: Create an Issue Tracking List
- Topic 3B: Create a Project Task List
- Topic 3C: Apply Formulas and Functions to a List Column
- Topic 3D: Create a Custom List
- Topic 3E: Customize List Settings
- Topic 3F: Work Offline with Shared Calendars

#### LESSON 4: MANAGING DISCUSSION BOARDS

- Topic 4A: Create a Discussion Board
- Topic 4B: Customize Existing Discussion Boards

#### LESSON 5: MANAGING DOCUMENT LIBRARIES

- Topic 5A: Create Library Templates
- Topic 5B: Organize Documents in a Library
- Topic 5C: Share Documents Across Libraries
- Topic 5D: Apply Information Rights Management to a Library

#### LESSON 6: MANAGING FORM LIBRARIES

- Topic 6A: Create a Form Library
- Topic 6B: Customize Form Templates Using InfoPath

#### LESSON 7: MANAGING SITE ACCESS PERMISSION

- Topic 7A: Assign Group Permissions
- Topic 7B: Manage User Permissions
- Topic 7C: Set Site Level Security

#### LESSON 8: MANAGING WSS CONTENT

- Topic 8A: Create a Content Type
- Topic 8B: Apply Content Types to a List

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### LESSON 9: MANAGING WORKFLOWS

- Topic 9A: Add a Workflow
- Topic 9B: Run a Workflow

### LESSON 10: WORKING WITH INDEXING AND SEARCHING

- Topic 10A: Index List Content
- Topic 10B: Enable Search Options

### LESSON 11: USING CENTRAL ADMINISTRATION

- Topic 11A: Use Central Administration
- Topic 11B: Add Administrative Tasks

### LESSON 12: MANAGING SECURITY OPTIONS IN WSS

- Topic 12A: Set Web Part Security
- Topic 12B: Set Antivirus Options
- Topic 12C: Manage Blocked File Types
- Topic 12D: Explore Authentication Modes

### LESSON 13: MANAGING SITE USAGE

- Topic 13A: Set Site Collection Quotas and Locks
- Topic 13B: Monitor Site Usage

### LESSON 14: MANAGING SITE MAINTENANCE

- Topic 14A: Recover Lost Information
- Topic 14B: Perform a Backup
- Topic 14C: Restore a Backup

### APPENDIX A: ADDITIONAL SHAREPOINT REFERENCE MATERIAL